

REVISION SUMMARY

Format and minor grammatical changes have been made to all pages included in this revision package. Revision bars are not inserted for format changes, non-substantial technical changes, and fully rewritten chapters. Revision bars appear on the right sides of all pages. Vertical (addition) bars indicate added and rewritten matter, and horizontal (deletion) bars indicate deleted matter.

<u>Item</u>	<u>Summary</u>
Subject Index	<u>Update Index</u> , update entire Index
Chapter 0001	<u>Introduction</u> , updates Section 0030 regarding SAM publications and contacts.
0191	<u>Employee Physical Exams</u> , corrects the amount State will pay for exams and date of “California Relative Value Studies”.
2430	<u>Motor Vehicle Accidents and Reporting</u> , update ORIM address and Telephone number.
2580.2	<u>Agency Responsibility</u> , update ORIM address and telephone number.
2590.1	<u>Toxic Chemical Safety Order Requirements</u> , correct contact name.
4800 INDEX	<u>DOIT Index</u> , update information changes.
4833	<u>Information Technology Accessibility Policy</u> , DOIT adds Sect. 4833 to SAM.
4834	<u>Information Technology Infrastructure Policy</u> , DOIT adds Sect. 4834 to SAM.
4840-4842.21	<u>Security and Risk Management</u> , rework of the overview, correcting item internal categorization, and ensuring that all sections within 4840 are up to date by indicating they have been reviewed on 02/02.
4946.5	<u>Maintenance and Operations Plan Policy</u> , DOIT adds Sect. 4946.5 to SAM.
6445	<u>Vacant Positions Report</u> , update informational changes to the Vacant Positions Report.
7900 INDEX	<u>Reconciliations and Reports</u> , update information changes
Chapter 7900	<u>Reconciliation and Reports</u> , complete chapter rewrite. Provides current requirements, deadlines, and report formats.
8593.3	<u>Recovery From Separated Employees</u> , minor updates.
8594	<u>Absence for Jury Duty</u> , to provide accounting instructions for employee absences due to serving on jury duty.
8594.1	<u>Absence as a Court Subpoenaed Witness</u> , to provide accounting instructions for employee absences due to serving as a court subpoenaed witness.
8594.2	<u>Absence as an Expert Witness</u> , to provide accounting instructions for employee absences due to serving as an expert witness.

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<u>Item</u>	<u>Summary</u>
8594.3	<u>Absence Reporting for Witness</u> , to provide accounting instructions for employee absences due to serving as a witness.
8776.5	<u>Collection Procedures</u> , Adds information regarding procedures for amounts due from former State employees.
8776.6	<u>Nonemployee Accounts Receivable</u> , Agencies no longer have to prepare and submit an Accounts Receivable Management Act Report form DF582a to the Legislature and Franchise Tax Board. Provides additional instructions to request discharge from accountability for uncollectable amounts. Deletes 8776.6 Illustration since the form is no longer required.

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REVISION SEQUENCE INSTRUCTIONS

The SAM is undergoing a format transition. Therefore, page numbers are either at the center bottom or upper right corner of the page.

<u>Remove Page(s)</u>	<u>Consecutive No. of Sheets</u>	<u>Insert Page(s)</u>	<u>Consecutive No. of Sheets</u>
SAM – Subject Index	10	SAME	10
Page 0190 (Cont. 1)	1	SAME	1
Page 2400	1	SAME	1
Sect. 2580	1	SAME	1
Sect. 2583.11 & 2590.1	2	SAME	2
4800 INDEX	2	SAME	2
ADD PAGE 4833	1	After Page 4832 Illustration 1	1
Sect. 4840 through 4843.1	6	Sect. 4840-4843.1	7
Page 4946 (Cont. 1)	1	SAME	1
Pages 6429 (Cont. 1) & 6445 (Cont. 1)	2	SAME	2
7900 INDEX	1	SAME	1
Entire 7900 Chapter	42	7900 through 7982	
Sect. 8593 through 8596	3	8593 through 8595 (Cont. 1)	3
Sect. 8776.12 & 8776.6	2	8776.12 & 8776.6 (Cont. 1)	2